

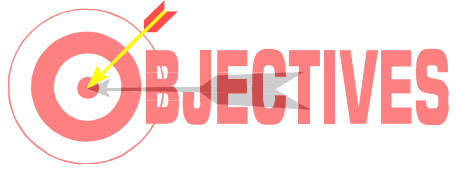
# FINELINE

**June 2005***A Division of Finance monthly communication service*

## **FINET Upgrade Project Has Entered the Build Phase**

**T**he FINET upgrade project is now officially in the Build phase, the second of the three project phases. We recently completed the Envision phase by finalizing the Implementation Assessment Document. This 400 page document provides the State of Utah with the blueprint to install, configure, and implement each functional area of the new financial system.

Activities and tasks of this new Build phase continue to progress on target and on time. Decisions have been made about many of the chart of accounts data elements, including increasing the length of the fund code by one character, and designating which of the newly available reporting data elements will appear on each transaction.



Conversion analysis and planning are also well under way. Several FINET reference tables have been “crosswalked” to Microsoft Excel spread sheets, and the process of entering data that will eventually be loaded into the new FINET system has begun. First entered by the Financial Reporting Section, and then tested by the FIS development team to be sure the data is properly formatted, this converted data provides the foundation of the next production system.

### **Interface Guides Are Being Developed**

Currently FINET receives over 60 interfaces from several agency systems. The development of guides and procedures for “converting” these interfaces to new formats that will work in the new system is in high gear. The guides will be made available to agencies via the Web in the near future. The project team knows that much of this work must be accomplished by technical folks at each agency, and we are determined to do all we can to make this transition as smooth as possible. Once these guides have been developed and tested, meetings will be held to discuss each interface used by each agency. If you are responsible for your agency’s interface, we’ll be calling you soon.

### **Informational Project Web Site Will be Available Soon**

Last, but certainly not least, in an effort to keep everyone informed of what’s happening on the upgrade, and in some cases to introduce the fact that we are actually implementing a new financial system, the project team has designed, developed, and will soon implement a Web site for the project. This Web site will provide you with an overall schedule and timeline for the project, links to training and interface guides, and an introduction to why FINET is being updated.

One of the primary reasons for this project Web site is to introduce a contest to name the new system. The project team has kicked around several new names, but in the end we decided that it would be best to involve the FINET user community, to see what ideas you have. Look for an announcement about this new Web site in the next few weeks.

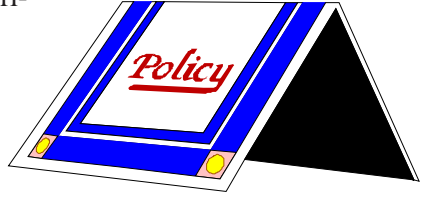
As always, if you have any questions about the new system, or about the project in general, please call the FINET Help Desk at 801-538-9690. ❖

## These Policy Changes Will Take Effect on July 1

**B**elow is a summary of changes to the *State of Utah Accounting Policies and Procedures* that will go into effect on July 1, 2005:

### Rate Changes

- ♦ The mileage reimbursement for use of a private vehicle on official state business if a fleet vehicle **is not available** will increase from 37.5 cents per mile to 40.5 cents per mile to coincide with the rate allowed by the IRS. Please note that the mileage reimbursement rate if a fleet vehicle **is available** will remain at 32 cents per mile.
- ♦ The mileage reimbursement for relocation costs will increase from 14 cents per mile to 15 cents per mile.
- ♦ The ceiling for reimbursement of mass transit expense will increase from \$100 per month to \$105 per month.
- ♦ The lodging per diem in Price will increase from \$55 per night plus tax to \$60 per night plus tax.



### Parking

If a traveler uses a private vehicle on official state business and is reimbursed for mileage, parking charges may be reimbursed as an incidental expense.

### Premium Cities

Policy allows a traveler to be reimbursed for the actual cost of meals up to \$50 in premium cities. Atlanta, Georgia, will be deleted from the list and Arlington, Virginia, will be added. This reflects the IRS allowances for those cities.

### Insurance on Rental Vehicles

Additional insurance on rental vehicles is not needed and will not be reimbursed **within** the 48 contiguous states and the District of Columbia. Coverage is included in the contracted rental rate. If a traveler rents a vehicle **outside** the 48 contiguous states and the District of Columbia, insurance is not included in the rate. In this case, the insurance should be purchased and will be reimbursed.

### Authorized Signatures

The current policy requiring completion of an Authorized Signature Card will be deleted. Agency-specific price agreements and amendments will require the signature of the department head or designee. If the department head delegates the responsibility to approve price agreements, the delegation must be in writing and maintained by the agency for audit purposes. The same is true if the department head delegates the responsibility to approve out-of-state travel authorizations. The delegation must be in writing and maintained by the agency for audit purposes. The policy on employee reimbursements will require the signature of the employee and a manager or supervisor other than the employee.

### Policies Available on the Web

These updated policies will be available July 1 on the Division of Finance Web site at [www.finance.utah.gov](http://www.finance.utah.gov). If you have questions, contact Brenda Lee Sy at 801-538-3100 or [brendalee@utah.gov](mailto:brendalee@utah.gov). ♦

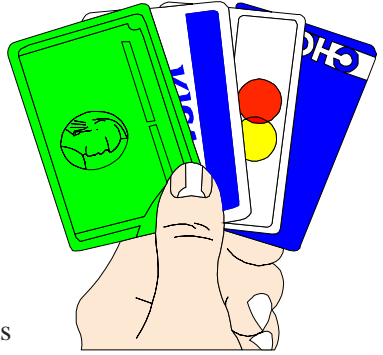
## Chase Selected to Process Credit Card Payments to State

The State of Utah has rebid for credit card acceptance services (merchant services) currently provided by Wells Fargo, whose contract expires on September 30, 2005. The new contract will be with Chase. State agencies will need to make preparations to transition to the new contract.

Each agency who accepts credit cards for payments will be contacted by Monique Barszcz, account executive for Paymentech (the processor Chase uses to process their payments). She will need assistance from participating agencies to gather information for specific departments or divisions. In addition, she will be able to answer any questions agencies may have about Paymentech's process.

If your agency has not received a phone call from Monique by June 1, you can telephone her in Salt Lake City at 801-481-5087 or e-mail her at [monique.barszcz@paymentech.com](mailto:monique.barszcz@paymentech.com).

If you have questions, you can also contact Cynthia Bowers, Finance's Payment Reconciliation Accountant, who will be working with the transition team. Contact Cynthia at 801-538-3126 or [cbowers@utah.gov](mailto:cbowers@utah.gov). ❖



## Don't Forget Fiscal Yearend Accounting Meeting, Training

Don't forget about the fiscal yearend Budget and Accounting Officers meeting scheduled for 8:30 a.m. on June 20 in the State Office Building Auditorium. Fiscal yearend training is scheduled for June 20 and June 21.

Because seating is limited for both days of training, we encourage everyone to make reservations ahead of time by calling 801-538-3082.

All yearend training sessions will be held at the **State Office Building, Room 2108. Seating is limited.**

### Monday

June 20 – Closeout Schedules and Closing Process; 10:30 – 11:00 a.m.

June 20 – Fixed Assets; 11:00 a.m. – noon

June 20 – Yearend Revenue Accounting; 1:00 – 2:15 p.m.

June 20 – Yearend Expenditure Accounting; 2:30 – 3:30 p.m.

### Tuesday

June 21 – Closeout Schedules and Closing Process; 8:30 – 9:00 a.m.

June 21 – Yearend Revenue Accounting; 9:15 – 10:30 a.m.

June 21 – Yearend Expenditure Accounting; 10:45 – 11:45 a.m.

June 21 – Fixed Assets; 1:00 – 2:00 p.m. ❖



## Call Us Now ...

to reserve your  
spot for fiscal  
yearend training



## Selected Fiscal Yearend Dates\*

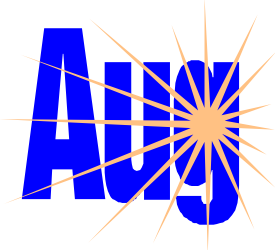
\*See the calendars distributed at the June 20 Budget and Accounting Officers meeting for a complete list of fiscal yearend dates. After the meeting, the calendars will be available on our Web site at [www.finance.utah.gov/publications/bameetings.htm](http://www.finance.utah.gov/publications/bameetings.htm).

<b>June 7</b>	Distribute May monthend reports.	
<b>June 30</b>	Cash receipt cutoff. Cash received or electronic payments processed on or before this date are OLD year cash receipts. After this date they are NEW year cash receipts.	
<b>June 30</b>	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .	
<b>July 1</b>	All accounting transactions default to accounting period 01/06 with budget FY 06.	
<b>July 1</b>	Employee NEW year home agency/org/distribution and default coding, including salary splits, updated in the Payroll System.	
<b>July 1</b>	Agencies may run Time Sheet Check List Report for pay period 13 to view all employees' home agency/org/distribution and default coding information, including salary splits.	
<b>July 1</b>	Agencies may run New Hires and Transfer Report for pay period 13 to view employees whose home agency/org/distribution and default coding information is different.	
<b>July 2</b>	NEW year salary and benefit rate changes go into effect. Will affect July 29 paycheck.	
<b>July 6</b>	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .	
<b>July 8</b>	Last day to post OLD year FINET documents for June reports.	
<b>July 8</b>	Last day to enter OLD year petty cash reimbursements.	
<b>July 8</b>	Last day to enter taxable earnings on-line into Payroll for the July 29 paycheck posting to either the OLD year or NEW year (before 5:00 p.m.)	
<b>July 8</b>	Last day to make changes on the Default Cost Distribution Charging screen for pay period 13. Changes made after this date must have an effective date on or after 07/02/2005.	
<b>July 8</b>	Last day to make OLD year changes on Time Entry screens.	
<b>July 12</b>	Distribute June monthend reports.	
<b>July 15</b>	Single Audit Summary Schedule of Prior Audit Findings due back.	
<b>July 15</b>	First OLD year IAT cutoff. Process after this date only if: (1) the transaction affects only orgs within same line item; or (2) the seller notifies the main budget officer in the buyer agency.	
<b>July 15</b>	Cutoff for July OLD #1 FINET monthend reports.	
<b>July 18</b>	Finance distributes July OLD #1.	
<b>July 19</b>	Finance distributes Closing Schedule #1, including non-budgeted line items.	
<b>July 21</b>	Finance runs purchase order roll or lapse job (EPNY). Default is <i>No Action</i> .	

*Calendar continues on page 5*

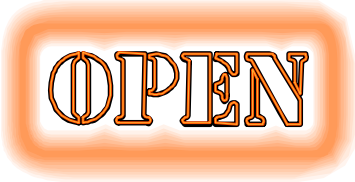
**Selected Fiscal Yearend Dates (calendar continues from page 4)**

- July 22** Lease information due back.
- July 22** June OLD year fixed asset reconciliations due to Henry Johnston.
- July 29** OLD year cash recording cutoff. For adjustments to OLD year cash after this date, contact Cynthia Bowers, State Finance, at 801-538-3126.
- July 29** OLD year check cancellation cutoff.
- Aug. 1** Cutoff for July OLD #2 FINET monthend reports.
- Aug. 1** Process all OLD year inter-agency IATs by this date (notify buyer agency’s main budget officer).
- Aug. 1** Finance runs purchase order roll or lapse job (EPNY). Default is *No Action*.
- Aug. 2** Final calculation of dedicated credits lapsing amounts.
- Aug. 2** Finance distributes July OLD #2.
- Aug. 2** Finance distributes Closing Schedule #2, including non-budgeted line items.
- Aug. 5** Last day to process OLD year payment vouchers on-line in FINET. After this date all OLD year payments must be paid NEW year and accrued on an accrued expenditure form.
- Aug. 12** Final cutoff for all OLD year documents entered by agencies into FINET.
- Aug. 12** Closing schedules due back. ❖



**FINET Schedule Changes for Holidays, Yearend**

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. We will open FINET on Saturdays during the closeout period (except for the Saturdays when we run a monthend).



Listed below are the exceptions to the normal FINET schedule for holidays, yearend, and monthend periods through July 8.

- May 30 – **Closed** ..... Memorial Day holiday
- May 31 – **Open** ..... Tuesday cycle due to holiday
- June 3 – **Open** ..... May Monthend
- June 4 – **Closed** ..... Saturday Monthend
- June 11 – **Open** noon – 5:30 p.m. .... Saturday
- June 18 – **Open** noon – 5:30 p.m. .... Saturday
- June 25 – **Open** noon – 5:30 p.m. .... Saturday
- July 2 – **Open** noon – 5:30 p.m. .... Saturday
- July 4 – **Closed** ..... Independence Day holiday
- July 5 – **Open** ..... Tuesday cycle due to holiday
- July 8 – **Open** ..... June Monthend

## Frequently Asked Questions from FINET Help Desk

**Editor's Note:** This month we are featuring two Frequently Asked Questions from the logs of the FINET Help Desk. If you use FINET, the State's financial system, and need assistance, call the Help Desk at 801-538-9690.

### Question #1

**Q** I closed the wrong RE (Receivable document) by referencing it on a CR (Cash Receipt document). Can I fix that?

**A** Yes, you can fix the problem. To make the correction, enter a new zero dollar CR, with line 1 referencing the RE you should have closed. Line 2 should reference the RE you closed by mistake, and it should be marked as a decrease.



### Question #2

**Q** I have always been able to change my FINET password in the past, but I keep getting errors now, and finally I get a message that I have been "revoked." Why is this happening?

**A** There are new password rules in place, passed on from ITS. If you follow the guidelines below, you should be able to change your password.

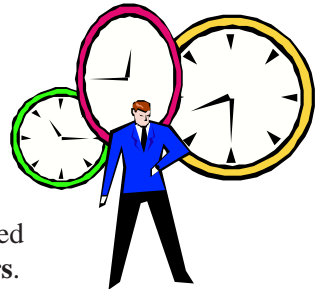
- ★ When selecting a new password, remember that it needs to be exactly 8 characters long, not 7 or 9.
- ★ The password must include both letters and numbers, never all letters or all numbers.
- ★ The password cannot be anything you have already used in the past 8 years.

If you have been revoked (it sounds so final, doesn't it?), first call your agency security people. They should be able to help you, but if they can't, call the ITS Help Desk at 801-538-3440. ❖

## Travel Time May Not Count Toward Hours Worked

**I**f you are traveling on state business, the time spent traveling might not qualify as hours worked. Department of Human Resource Management Rule R477-8-6-(8)(f) stipulates the following:

- Travel that keeps an employee away from home overnight does not count towards hours worked if it is time spent **outside of regular working hours** as a passenger on an airplane, train, boat, bus, or automobile.
- Travel as a passenger counts toward hours worked if it is time spent **during regular working hours**. This applies to nonworking days, as well as regular working days. However, regular meal period time is not counted.
- Time employees spend traveling on a special one-day assignment shall count towards hours worked except mealtime and ordinary home to work travel. ❖



### Fiscal Yearend Accounting Training

See schedule on [page 3](#) of this newsletter.

### Payroll On-Line Training

Computer-based training on the Payroll System is available on the Division of Finance Web site at [www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm).

*Click on the course names below to view the course descriptions or to access the on-line courses.*

### Payroll Classroom Training

**June 14**    [Finding Personnel Information in SAP](#); 8 a.m. – noon

**June 23**    [Finding Personnel Information in SAP](#); 8 a.m. – noon



### FINET Classroom Training

We are not offering FINET classroom training during June. To add your name to the waiting list for one of the FINET classes listed below, call 801-538-3082.

[Purchasing Lab](#), [Disbursing Lab](#), [Internal Transactions Lab](#), [Budget Control](#), [Grant Accounting Lab](#), [Project Accounting](#), [FINET Inventory](#), [On-line Inquiries](#), and [Fixed Assets Lab](#)



### FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), and [Fixed Assets](#)

### FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

### Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.



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*Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.*

Read descriptions of all our courses and link to on-line courses at:  
[www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm).